

SPONSORED CONFERENCE APPROVAL REQUEST FORM

Instructions: This form is for all conferences sponsored or co-sponsored by BNL. Non-reportable conferences, which do not require a conference account and/or approval of a binding agreement, are not required to complete this form. Refer to list of reasons for non-reportable conferences in Part 2, #11, and check the appropriate box below with a brief explanation.

- ☐ Non-reportable Conference. Complete Parts 1, 2, and 4.
☐ Reportable Conference. Complete Parts 1, 3, and 4.

Date of Request [mm/dd/yy]:

Part 1: Conference Information (for non-reportable and reportable conferences)

1. Contacts

BNL POC: Conference Management Office (CMO), ext.5406, conferencemgt@bnl.gov

Dept/Div POC
Dept/Div
POC Phone
POC Fax
Bldg. No.

Conf Host
Conf Host Phone
Conf Host Fax
Bldg. No.

Conf Coord
Conf Coord Phone
Conf Coord Fax
Bldg. No.

2. Conference Dates [mm/dd/yy]: from to

3. Conference Title and URL address (if applicable):

4. Location of Conference:

5. This is a[an]

☐ National ☐ International Conference

6. Sponsoring Organization [name of DOE or non-DOE co-sponsor]:

7. Co-Sponsoring Organization [name of DOE or non-DOE co-sponsor]:

8. Conference purpose or objective, scope and subject matter [refer Criteria for Conference Approval, Items 1-3]: How it supports DOE Program Office mission within BNL; Include DOE-HQ Program Manager's Name:

9a. Total number of conference attendees (est.):

9b. Number of attendees traveling under DOE funds (est.):

10. Total conference cost (est.) \$ [Attach a copy of the budget breakdown, to include funding source, expense type, amount; If a registration fee applies, breakdown each cost included in the registration fee.]

Part 2: Non-reportable Conferences (those requiring a BSA Account and/or approval of a binding agreement)

11. Reasons for Non-reportable [For the purposes of DOE Order 110.3, the following conferences are considered "non-reportable" conferences. Check all that apply with a brief explanation]:

- ☐ Formal, structured training programs (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities
- ☐ Activities concerning work not funded by DOE that is conducted by DOE contractors
- ☐ Meetings requiring only local travel (not requiring overnight lodging)
- ☐ Federal Advisory Committee meetings
- ☐ Contract pre-proposal, bid opening and negotiations
- ☐ Public hearings and associated briefings
- ☐ Audit, inspection and investigation activities
- ☐ BNL technical/business program, project, or peer reviews
- ☐ Activities funded through arrangements such as grants and cooperative agreements
- ☐ Employees traveling to a site where work for DOE is being performed to discuss the status of the work.

12. Publication of Proceedings:

Proceedings ☐ will ☐ will not be published.

Cost to publish proceedings (est.) \$

Publisher:

13. Agenda [Attach a copy of the proposed Agenda] to include duration and planned activities outside conference agenda.

Part 3: Reportable Conferences

13A. Agenda [Attach a copy of the proposed Agenda] to include duration and planned activities outside conference agenda

14. Rationale for Conference Location [Refer to Criteria for Conference Approval, Item 4]:

- a. Provide a rationale and justification for site selection: (If not onsite, why):
- b. Provide a cost comparison of **3** alternative sites considered if location is not a principal facility site of the sponsoring organization:
- c. Provide a certification that the site selected is the most cost-effective considering costs, such as travel, per diem, and conference logistics.

15. Estimated Cost Breakdown: [Refer to Criteria for Conference Approval, Item 5]:

DOE Travel and Per Diem Costs:

- a. DOE Employees: \$
- b. Contractor Employees: \$
- c. Other: \$

Total DOE Travel Costs:

\$

Other DOE Expenses:

c. Logistics [facility arrangements]:

\$

d. Supplies and Support Equipment [e.g., materials, printing, equipment]

\$

e. Other Costs (Specify) [e.g., direct labor support, overhead]:

\$

Total Other DOE Expenses:

\$

Total Estimated DOE Costs:

\$ _____

Total Estimated Non-DOE Co-Sponsor Provided Support:
Specify Source(s):

\$ _____

Will there be Registration fees? What will they be used for? Are meals included?

16. Estimated Total Number of Conference Attendees [Refer to Criteria for Conference Approval, Item 6]:

Traveling

Non-Traveling

DOE Employees:

Headquarters:

Field:

DOE Contractor Employees
(list by laboratory)

Subtotals:

All Others (Univ., Company, Foreign Inst.):

(Attach list if necessary)

Total DOE & Other: _____

17. Support Contractor Performance [Refer to Criteria for Conference Approval, Item 7]:

18. Impact Statement [Provide an impact statement of effect if the conference is not approved]:

Part 4: Review and Approval

Conference Title:

Dates: from to

Location:

Internal Review:

Conference Coordinator/Host: _____ Date: _____

Internal Approval:

Laboratory Director/Deputy Director:

_____ Date: _____

If this Conference is reportable, the following additional approvals are required:

DOE Site Office Manager: _____ Date: _____

DOE Program Office: _____ Date: _____

Attachment 6.3-Sample Approval Request Forms for Conference Attendance
Conference Attendance Approval Request Form

Date Of Request:

Sent To:

Requested By:

Name - Title

Dept. Code

Amt. Attending

Dept. POC

Phone

Conference Title:

Sponsoring Organization(s):

Agenda:

Conference Dates:

Conference Location:

Purpose and Objective(s) of Attendance:

DOE Program Manager(s):

Total Number of Attendees:

Estimated DOE Expenses: (travel, registration fees, etc.)

Travel/Per Diem:

Registration Fee:

Other:

TOTAL

\$
\$

Attachment 6.3 -Sample Approval Request Forms for Conference Attendance

Conference Attendance Approval Request Form

Conference Name: _____
Conference Dates: _____

Approved By:

Director/Deputy Director: _____ Date: _____

DOE Program Officer _____ Date: _____

DOE Site Office Manager _____ Date: _____

Office Of Science (DOE-SC) Questionnaire

Conference Information Required: (Sponsoring or Attendance To)

1. Conference Title & Dates:
2. Conference Organizer(s) and Contact Information
Host:
Contact:
3. Mission Statement: (How it supports DOE-SC mission within BNL)
(Include DOE Program Manager(s) name)
4. Conference Agenda:
5. Conference Attendees: (By category, such as SC, DOE, and/or other
Federal Agency employees).

Attendees by Laboratory
6. Location: (include justification regarding cost effectiveness and
security concerns, if applicable-for DOE sponsored conferences).
7. Estimated Costs: (By category)
8. For major international conferences: name of attendee(s) and
participation (speaker, attendee, presenter, etc.)
9. Estimated Income: (From registration fees, sponsorships etc., not
applicable to major international conference requests).

Conference Attendance List

<u>Name</u>	<u>Program Office</u> (Ex. NP, HEP, BES)	<u>Participation</u> (Ex. Speaker, attendee)
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Conference Attendance Agenda or Website